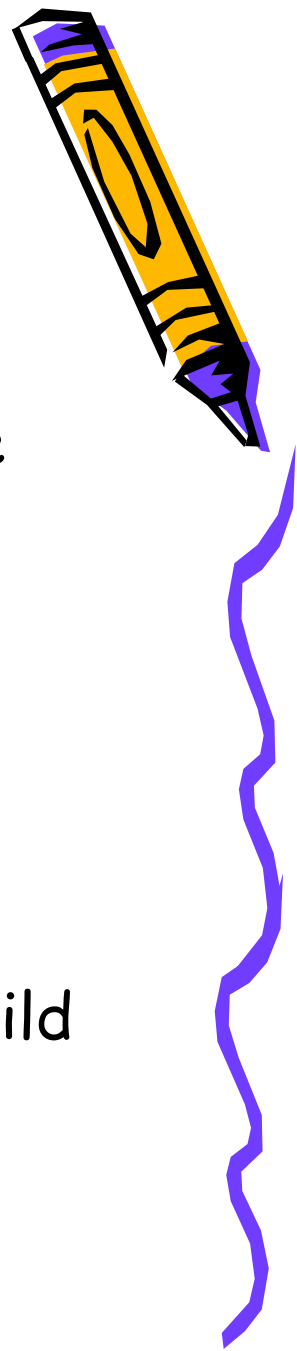# Coalition Min Standards Assessment Tool

- Assesses coalition capacity with regard to the State minimum standards for coalitions
- Part of plan
- Section 2B of your Training Manual
- All or portions can be done as often as like
- Important PART of SPF process
- No right or wrong answers!
- Answer the question: Where do we need to build our coalition capacity?

Coalition Min Standards Assessment Tool
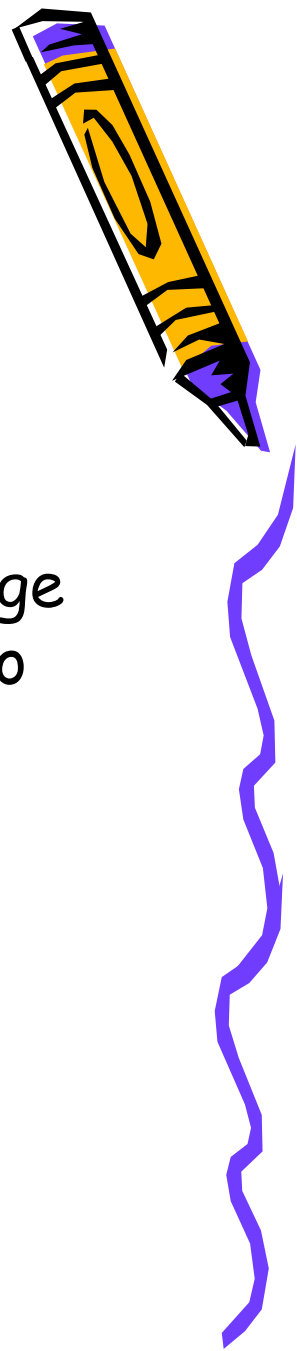
General Instructions

- Word document with form fields
- Should be completed by someone with knowledge of the LSAAs coalition and/or the resources to collect the information
- Designed to be quick and easy!
- Call Susannah if you need help.

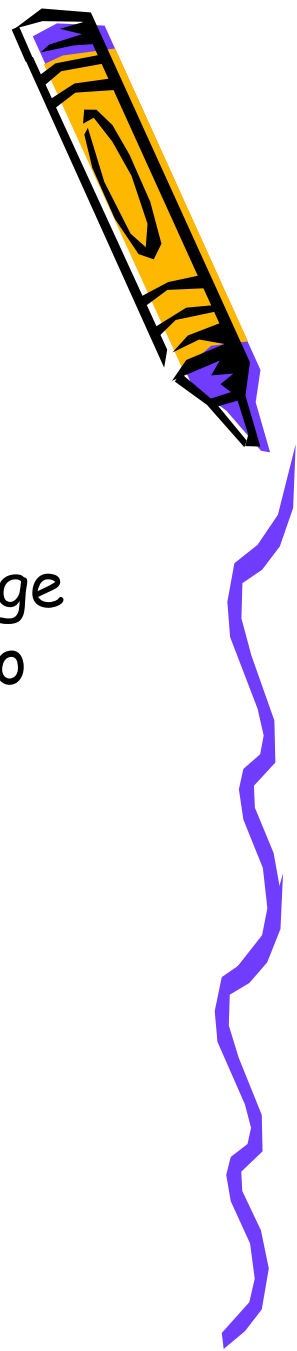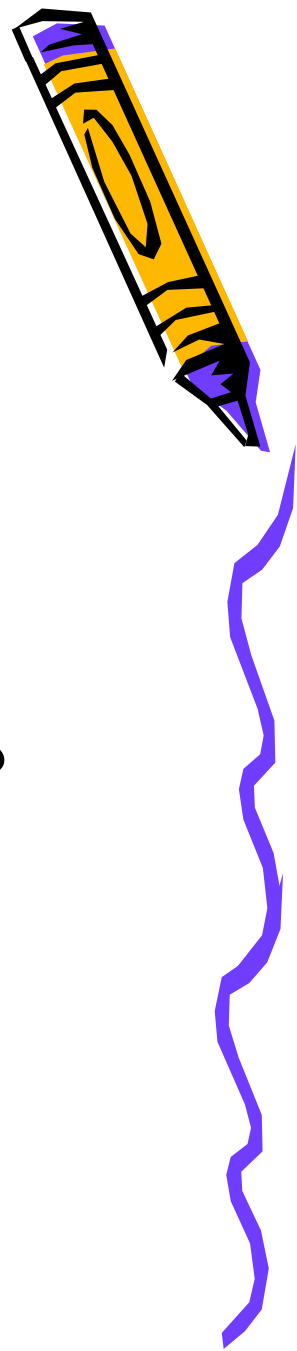# Coalition Min Standards Assessment Tool

General Instructions

- Word document with form fields
- Should be completed by someone with knowledge of the LSAAs coalition and/or the resources to collect the information
- Designed to be quick and easy!
- Call Susannah if you need help.
- The Tool is completed for each coalition.

Coalition Min Standards Assessment Tool

Item Instructions

A. LSAA:

B. Person(s) completing the Tool:

C. Date:

D. How many coalitions exist within your LSAA?

    a. Met at least once last 6 months

    b. Head individual/agency

    c. Ability to focus on substance abuse prevention

Coalition Min Standards Assessment Tool

Item Instructions

1. Coalition:
2. What counties does the coalition cover?
   a. If a portion of a county is covered, what cities does it cover?
3. What school districts does the coalition cover?
4. Does the coalition target a specific population(s)?
5. Does the coalition target a specific problem(s)?
6. Does the coalition have a vision statement?
   a. When was it last created or reviewed?
7. Does the coalition have a mission statement?
   a. When was it last created or reviewed?

Coalition Min Standards Assessment Tool
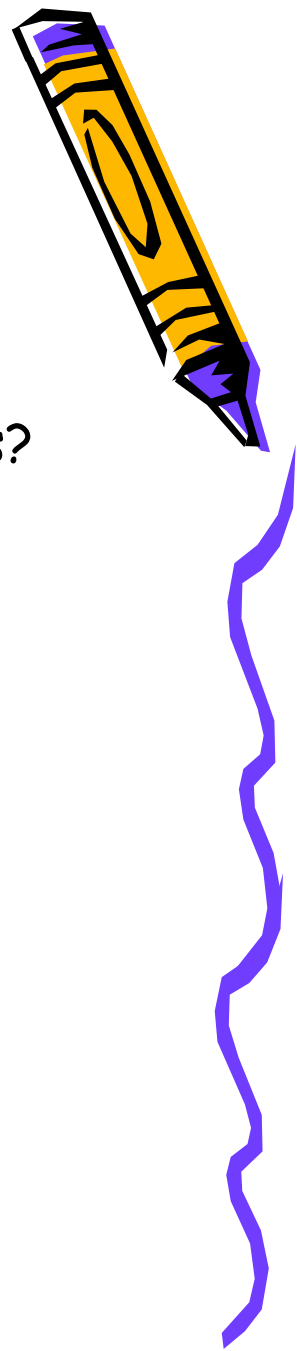
Item Instructions

8. Does the coalition have operating bylaws or guidelines?
   a. Are they written down?
   b. When where they last created or reviewed?
9. Process for bringing on new members?
10. Specified committee or workgroup structure?
11. Process for decision making?
    a. Any sector more than 10% of vote?
12. Specified leadership structure?
    a. Process for transitioning?
13. Expectations for attending?
14. Collaboration with other coalitions?
    a. Ongoing or within the past two years

Coalition Min Standards Assessment Tool

Item Instructions

15. How often does the coalition meet?
16. When was the last meeting?
17. How many times has the coalition met over the past 6 months?
18. What was the average attendance over the past 6 months?
    a. Do not include guests/presenters in average
19. Are meeting agendas created?
20. Are minutes kept?
    a. Are they disseminated?
    b. How?
21. Is there a formal coalition roster?
    a. Written down and updated as applicable

Coalition Min Standards Assessment Tool
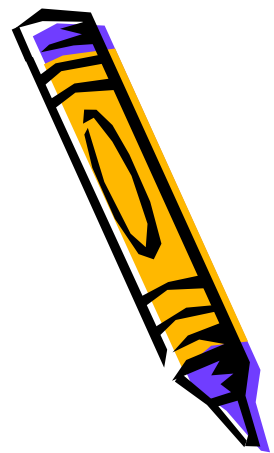
Item Instructions

Items 22-24 are completed by filling in a table

22. Which sectors are represented on the Coalition?
    a. Sector definitions in Training Manual Section 2A
    b. Count the number of people per sector and enter in the table
    c. Enter 0 if none
    d. Do not count someone twice.

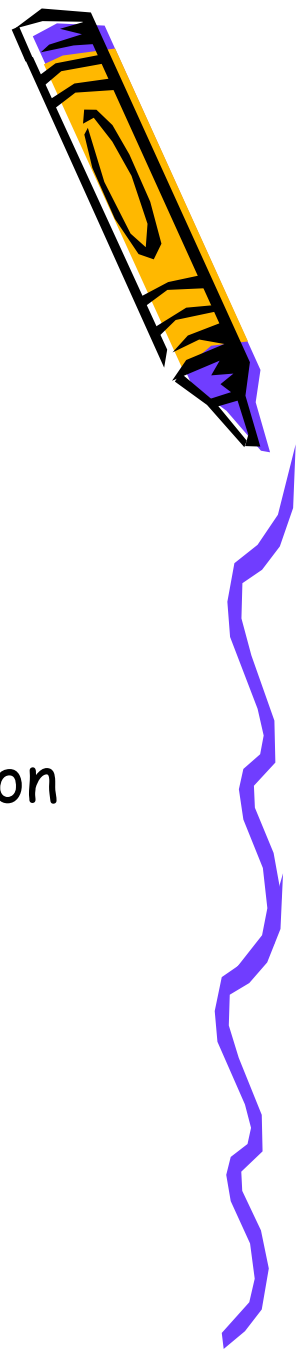23. How many meetings were each sector at over the past 6 months?
    a. Count the number of times a sector was represented, not the number of people from each sector.

24. Where there special circumstances?

25. Comments?

Coalition Min Standards Assessment Summary Sheet

- Summarizes Min Standards Tool
- Must do the Tool first
- Submitted as part of plan
- Section 2B of your Training Manual
- Make sure to refer to Section 2A for details on min requirements
- Standards without a min req have a dash
- Short-term goal: all min reqs met
- Long-term goal: all goals met